

2

Animal Product
Manual

Procedures

Special Procedures

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Introduction

The *Special Procedures* section provides direction and guidance for additional tasks you are responsible for doing. These additional tasks supplement the general procedures for clearing regulated cargo and passenger baggage.

User Fees

See **Appendix L** for directions for setting and collecting user fees. These fees are collected each time an officer signs a certificate or an endorsement for the export of animal products.

Certifying Animal Products and By-Products for Export

Introduction

In general, PPQ officers are responsible for certifying both edible and inedible animal products for export. Some special considerations follow.

European Union

The majority of animal products and by-products exported to the European Union¹ (EU) require a veterinary certificate endorsed by an APHIS veterinarian. In those instances, PPQ Officers may **not** issue or endorse an export certificate.

Some by-products, such as treated game trophies² (i.e., bones, horns, hooves, claws, antlers, teeth, hides, or skins) require an EU veterinary certificate. Game trophies that have **not** been finished require an EU veterinary certificate signed by a veterinarian. The U.S. exporter can get an EU veterinary certificate from the exporter's European importer or from the State AVIC.

Refer requests for export certificates for fish meal to the local Area Veterinarian in Charge.

Japan

Fish meal for export to Japan must be endorsed by VS.

Refuse to issue export certificates for any product derived from cervidae. Japan has prohibited the importation of such products from the United States because of chronic wasting disease (transmissible spongiform encephalopathy in deer and elk). This prohibition does not affect other ruminant products exported to Japan.

Japan bans³ poultry and poultry products from New York, West Virginia, and Virginia (States with avian influenza). Therefore, **do not** issue an export certificate for poultry or poultry products from these States unless the exporter provides a valid Japanese Import Permit. You may certify shipments of poultry and poultry products from **other than** New York, West Virginia, or Virginia without having a valid Japanese Import Permit.

Mexico

Refuse to issue export certificates for ostrich hides being exported to Mexico.

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- 1 The European Union consists of the following member States: Austria, Belgium, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, the Netherlands, Portugal, Spain, Sweden, and the United Kingdom.
 - 2 EU definition of treated refers to: (1) hides and capes which have been either dried or dry-salted or wet-salted for a minimum of 14 days prior to exportation; and (2) bones, horns, hooves, claws, antlers, or teeth which have been (a) immersed in boiling water for an appropriate time to ensure that any other bone, horn, hoof, claw, antler, or tooth is removed or (b) disinfected with a product authorized by VS (hydrogen peroxide is the disinfectant of choice for bony game trophies).
 - 3 The ban covers all heat-treated and otherwise treated poultry products.

Special certification is required for milk and milk products, meat products and by-products, and meat and bone meal of ruminants (cow, deer, goat, and sheep). The two required statements are as follows:

The animals from which the product was obtained were not fed ruminant-origin meat and bone meal.

In the country of origin, there are animal health regulations that forbid the feed of ruminant-origin meat and bone meal to ruminant animals.

South Africa

PPQ Officers **do not** issue export certificates for animal products to South Africa. Advise the exporter that the only certificate acceptable is one provided by the South African government and endorsed by an APHIS veterinarian. Recommend that the exporter contact South African government officials for exact guidelines, and direct them to the nearest AVIC. Refer to [Appendix H](#) for a list of AVICs.

Sri Lanka

Use USDA letterhead certification for animal products or by-products exported to Sri Lanka. (See [USDA Letterhead Certification on page 2-4-8](#).) **Never** issue a VS Form 16-4.

Aquaculture and Fish Products, Including Fish Meal and Fish Oil

U.S. Department of Commerce, National Oceanic and Atmospheric Administration (228/762-7402, xt. 312) provides certification for fish meal and fish oil. FDA, Office of Seafood (202/418-3198) certifies seafood and seafood products.

Dairy Products

PPQ Officers should only issue export certificates for dairy products being exported for human consumption if one or more of the following criteria are met:

- ◆ Importing country requires APHIS certification
- ◆ Certification involves statements regarding the animal health status of specific animals of the United States⁴

If PPQ is required to endorse a dairy product certificate that includes statements regarding public health, verify the statements by contacting either the USDA Agricultural Marketing Service, Dairy Standardization Branch at 202/720-9382, or U.S. Food and Drug Administration (FDA), Office of Plant and Dairy Foods and Beverages at 202/205-4681.

⁴ The only statements about the health status of animals in the United States that PPQ is authorized to certify refers to the animals receiving ante- and post-mortem inspection. Refer requests for export certificates with any other animal health statement to the nearest Area Veterinarian In Charge (AVIC).

Meat and Meat Products

If the exporter needs certification about the animal health status of the United States, and if the certification is for personal quantities of meat (that is, **less than** 50 pounds), then PPQ Officers may sign an export certificate. However, PPQ Officers are **never authorized** to sign export certificates for quantities of meat **greater** than 50 pounds. USDA, Food Safety and Inspection Service is responsible for endorsing these certificates. Exporters may call FSIS's Export Services at 1-800-233-3935 for information or for service.

Poultry and Poultry Products and By-Products

Contact your local AQI Veterinarian to determine the appropriate action. Because of the exotic Newcastle disease (END) outbreak in California and Nevada, some countries have imposed restrictions on the importation of poultry and poultry products or by-products from the U.S. Current information on these trade restrictions may be viewed on the Internet at the following URL:

<http://www.aphis.usda.gov/lpa/issues/enc/exoticnc.html>

Ways of Certifying Animal Products, By-Products, or Nonanimal Products for Export



Never endorse a certificate for a product that has already been exported, or that is on HOLD in another country, or that has been rejected by the importing country based on the documentation submitted prior to entry. Refer these requests for endorsement to VS National Center for Import/Export in Riverdale, MD at 301/734-3277.

There are three forms for certifying animal products, by-products, or nonanimal products for export as follows:







- ◆ USDA Letterhead Certification
- ◆ VS Form 16-4, Export Certificate for Animal Products
- ◆ Rubber Stamp Export Certificate

When you receive a request to export animals, animal products, animal by-products, or nonanimal products, first determine what is being exported. See **Table 2-4-1**.




It is the exporter's responsibility to get the correct exporting documents and certification statements. PPQ should require a copy of the certification statements before endorsing a certificate that has additional declarations.

TABLE 2-4-1 Determine if PPQ Can Certify the Export Product

If the item being exported is:	And is being exported:	And the quantity is:	Then:
Dairy product			GO to Table 2-4-2
<ul style="list-style-type: none"> ◆ Fish meal ◆ Fish oil ◆ Seafood 			GO to Table 2-4-4
<ul style="list-style-type: none"> ◆ Inedible animal product ◆ Inedible by-product 			ISSUE VS form 16-4
Live animal such as: <ul style="list-style-type: none"> ◆ Semen or embryos ◆ Eggs for hatching ◆ Live aquatics, e.g., fish, fish eggs, prawns, shrimp 			ADVISE exporter to request a certificate from the nearest AVIC (see VS, AVICs on page H-1-4)
<ul style="list-style-type: none"> ◆ Meat ◆ Meat product, e.g. pot pie, ravioli, or salami 	Commercially	More than 50 pounds	<ul style="list-style-type: none"> ◆ ADVISE the exporter to request a certificate from FSIS ◆ If FSIS will not certify, CONTACT PPQ-VRS-AQI, VMOs or PPQ-VRS-HQ, VMOs
	Personally	50 pounds or less (personal quantify)	ISSUE VS Form 16-4
Nonanimal product such as: <ul style="list-style-type: none"> ◆ Farm machinery ◆ Grain¹ ◆ Hay¹ ◆ Lumber¹ ◆ Personal effects ◆ Straw¹ 			Issue either one: <ul style="list-style-type: none"> ◆ USDA letterhead certificate ◆ Rubber stamp export certificate
Other than listed above			Contact PPQ-VRS-AQI, VMOs or PPQ-VRS-HQ, VMOs for directions


1 May also require phytosanitary certification. Grain exported to Russia needs a special certificate which must be signed by a veterinarian.

TABLE 2-4-2 Determine if PPQ can Certify the Export of Dairy Products

If the product is for:	And the importing country requires:	And the declarations involve statements regarding:	Then:
Human consumption	Additional declarations	The animal health status of the United States	ISSUE VS Form 16-4
		The animal health status of specific animals	
	No additional declarations	Human health	ADVISE the exporter to request a certificate from AMS or FDA ¹
Other than human consumption			ISSUE VS Form 16-4

1 If applicable, certification may also be obtained from the dairy authority in the State of origin.

TABLE 2-4-3 Determine if PPQ Can Certify the Export of Fish Meal, Fish Oil, or Seafood

If the certificate is for:	And certification refers to:	Then:
Fish or fish meal	Testing of fish meal or fish oil	ADVISE the exporter to request a certificate from NOAA/ National Marine Fisheries Service (NMFS) ¹
	Fish meal or fish oil coming from an approved facility	
	Only to information referring to animal health ²	ISSUE VS Form 16-4
Seafood		ADVISE the exporter to request a certificate from FDA ¹

1 Once the Fish Meal Program Manager of NOAA or the Office of Seafood of FDA, or an applicable State Agency has issued its document, you may endorse VS Form 16-4 with information regarding animal health issues.

2 Refer certification for fish meal or fish oil for export to Japan or the European Union to the local Veterinarian in Charge.

Rubber Stamp Export Certificate

The rubber stamp export certificate is a boxed, certification endorsement for specific diseases. Use a rubber stamp certificate when it is acceptable to make a general certification. General certification includes statements such as, “Foot-and-mouth disease, rinderpest, contagious bovine pleuropneumonia, swine vesicular disease, classical swine fever, African swine fever, and bovine spongiform encephalopathy **do not** exist in the United States.” A rubber stamp certificate is **never** acceptable for exportations that require additional certification; for example, an anthrax statement.

Place the stamp impression on shipping documents or other papers accompanying the exportation. The wording on the stamp must be enclosed in a box to set it apart from all other information on the document. See [Figure 2-4-1](#) below for an example of a rubber stamp export certificate.

DATE _____	
TO WHOM IT MAY CONCERN:	
THIS IS TO CERTIFY THAT FOOT-AND-MOUTH DISEASE, RINDERPEST, CONTAGIOUS BOVINE PLEUROPNEUMONIA, SWINE VESICULAR DISEASE, CLASSICAL SWINE FEVER, AFRICAN SWINE FEVER, AND BOVINE SPONGIFORM ENCEPHALOPATHY DO NOT EXIST IN THE UNITED STATES OF AMERICA.	
_____ INSPECTOR NEW ORLEANS, LA.	
U.S. DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE AGRICULTURAL QUARANTINE INSPECTION PROGRAM	
DEPARTMENT CERTIFICATION REFERS ONLY TO MATTERS CONTAINED IN THIS BOX	

FIGURE 2-4-1 Example of a Rubber Stamp Export Certificate

USDA Letterhead Certification

Use the USDA letterhead certificate to certify exports of **nonanimal** products. These products include grain, hay, straw, lumber, farm machinery, and personal effects. Also, the USDA letterhead can be used when additional statements are necessary beyond the general certification on VS Form 16-4. **Never** use VS Form 16-4 to certify exports of nonanimal products.

The USDA letterhead certificate is used most often for exports of grain that may require an anthrax statement or additional disease statement. An anthrax statement must be confirmed by the AVIC from the State where the grain originated.

"This office has on file an affidavit from <i>[enter the grain company]</i> , stating that the grain originated in the following States: <i>[list the States of origin]</i> There have been no outbreaks of anthrax in the States listed above during the past 12 months."
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FIGURE 2-4-2 Standard Anthrax Statement Entered on the USDA Letterhead Certificate for the Export of Grain

See [Figure 2-4-2](#) for the standard anthrax statement entered on the USDA letterhead certificate.


See **Figure 2-4-3** for the standard anthrax statement entered on the USDA letterhead certificate.

"This is to certify that rinderpest, foot-and-mouth disease, classical swine fever, swine vesicular disease, African swine fever, bovine spongiform encephalopathy, and contagious bovine pleuropneumonia **do not** exist in the United States of America."

FIGURE 2-4-3 Standard Disease Statement Entered on the USDA Letterhead Certificate

1. Determine what statements the exporter requires or wants on the USDA letterhead certificate. See **Table 2-4-4**.

TABLE 2-4-4 Determine Which Statements Exporter Requires or Wants on the USDA Letterhead Certificate

If the exporter:	And an affidavit is:	Then:
Requires an anthrax statement for an export shipment of grain	→	1. CONTACT the AVIC in the State where the grain originated to confirm the anthrax statement 2. ENTER the standard anthrax statement on the USDA letterhead certificate
<div style="display: flex; align-items: center;">  <div style="margin-left: 10px;"> Important If the exporter wants to add a disease statement, contact the AVIC to verify the disease status requested. </div> </div>	Wants to make an additional statement	ENTER the additional statement on the USDA letterhead certificate; for example, "This office has on file a notarized affidavit from [<i>insert name of company</i>] verifying the statements below."
	Not on file	CONTACT PPQ-VRS-AQI, VMOs or PPQ-VRS-HQ, VMOs for further action

2. Sign and date the USDA letterhead certificate.
3. Collect the appropriate user fee.
4. Maintain a copy of the USDA letterhead certificate.

**VS Form 16-4,
Export
Certificate for
Animal Products**



Use only VS Form dated March 1999 or later. Earlier forms are obsolete. If an obsolete form is presented for signature, then require the exporter to type a new one.

VS Form 16-4, Export Certificate for Animal Products, is used for exports of **both** edible and inedible animal products and by-products. The certificate can be issued for various animal products without inspection if the exporter provides a notarized affidavit.

Never issue VS Form 16-4 for meat or meat products over 50 pounds or for nonanimal products. Shipments of meat or meat products over 50 pounds are certified for export by FSIS. Use a USDA letterhead certificate for nonanimal products.

The exporter will ask for VS Form 16-4. The exporter is responsible for completing the description of the consignment, and will most likely have entered the required and requested additional declarations.

Before signing VS Form 16-4, do the following:

1. Complete the upper, right-hand block of the form which includes the following:
 - ❖ Port—office issuing the form
 - ❖ Date—date the form is issued
 - ❖ And No.—Assigned number unique to the office where the form will be signed. The number must be typed on all copies of the form
2. Verify that the form was typewritten or computer generated.



Never accept a handwritten form. The form must be typewritten or computer generated. Corrections to typographical errors are acceptable. To correct a form, draw a single thin line through the incorrect word or phrase so that the original may be read; initial each correction. **Never** black out a correction or type over a mistake.


3. Verify that the information is in English (mandatory). Bilingual information is acceptable as long as one of the languages is English.
4. Verify that the product information (quantity, unit of measure, and kind) is complete enough to determine the animal class (e.g., ruminant, swine).



If a brand name is used, a brief explanation should be included (e.g., dairy product of bovine origin or collagen product of swine origin).

5. Validate that all statements under Additional Declaration are supported by a notarized affidavit or a laboratory report if necessary. Refer to **Table 2-4-5** for determining what additional statements are acceptable. If there are no statements present or added, continue on to **Step 6**. If the exporter needs endorsement for statements regarding public health, have the exporter contact AMS or FDA for such endorsement.

TABLE 2-4-5 Validate Additional Declarations on VS 16-4, Export Certificate for Animal Products

If the additional statements are known to be:	And there is:	Then:
Factual and true	A notarized affidavit present or on file supporting the statements presented or added for the same product	1. GO to Notarized Affidavits on page 2-4-11 to verify the supporting statements 2. The first statement on the VS Form 16-4 must read as follows: "This office has on file a notarized affidavit from [<i>insert name of company here</i>] verifying the statements below" 3. RETURN to Step 5 .
	No notarized affidavit present on file or if there is one on file, it's for a different product	CONTACT PPQ-VRS-AQI, VMOs or PPQ-VRS-HQ, VMOs for further action
False or you are uncomfortable with the affidavit or the nature of the statements to be included on the health certificate		

6. Draw a diagonal line from just under the statement to the bottom of the *Additional Declaration* space. Draw a line through any other space left blank to ensure that the form is **not** altered after signature.
7. Verify that the name and title (APHIS Officer) of the endorsing official are **typed** or stamped on the form.
8. Date and sign the form **before** the product is shipped.
9. Distribute copies as follows:
 - A. Give the exporter the original and up to three copies
 - B. File a copy in the office where issued
 - C. File any notarized affidavit or laboratory report



If there are additional declarations, send a copy to PPQ, VRS in Riverdale, MD.

Notarized Affidavits

When notarized affidavits are used to support statements placed under *Additional Declaration* on VS Form 16-4, verify the following information:

1. The affidavit must be made on company letterhead.
2. The signing official of the affidavit must:
 - A. Be a person of authority within that company who is qualified to verify the affidavit (e.g., owner, president, chief executive officer, or quality control manager)
 - B. Explain the person's authority within the company by describing the person's qualifications to make or verify the statements
 - C. State that the person is authorized to represent the company in this manner
3. The affidavit must contain information that the company wishes to have included on an export certificate about the processing and/or quality of the product.
4. The last statement above the signature on the affidavit must read as follows:

"I certify that the statements listed above are true to the best of my knowledge and belief."

(Statements that **may not** be made on a VS Form 16-4 based on a notarized affidavit include those about the animal health status of the United States and those referring to testing of the export products.)

5. The signing official's name and title must be typed under the official's signature.
6. The affidavit must be notarized (signed before a notary public) within the past year.
7. Attach a copy of the affidavit to the office copy of VS Form 16-4.
8. Obtain information about the animal health status of the United States by reviewing the APHIS Home Page at the following URL:

[<http://www.aphis.usda.gov>](http://www.aphis.usda.gov)

or by contacting **one** of the following offices:

- ❖ PQ, VRS
 - ❖ VS, Technical Trade Services Product Staff (TTSPS)
 - ❖ AVIC (see **Appendix H**)
9. Any certificate indicating that a product has been tested may **not** be signed until the test results have been verified. Instruct the exporter to send the test results along with the certificate.

Disinfection

Articles That Require Cleaning and Disinfection

If any article or surface is contaminated with animal material, then the article or surface must be cleaned and disinfected. If you encounter an importation of prohibited or restricted animal products, and the packaging or containers holding those products have leaked—then the contaminated pallets, machinery used in handling, dock or warehouse areas used for storage, or trucks or railroad cars used for transporting the products must be cleaned and disinfected before they are reused.

Materials for Disinfectant Kit

Collect the following materials for a ready-to-use disinfectant kit:

- ◆ Insulated box, such as an ice chest, for holding the equipment used to disinfect; label the box “Disinfectant Kit” and type and affix directions for its use inside the lid
- ◆ Gallon plastic container filled with water
- ◆ Whisk broom and dust pan
- ◆ Scrub brush and a scraping tool
- ◆ Pint spray bottle
- ◆ Roll of paper towels
- ◆ Leakproof, double plastic bags to hold collected material

Protective Clothing and Safety Materials

Assemble the following protective clothing and safety materials for use while disinfecting:

- ◆ Pair of rubber gloves or disposable, plastic gloves
- ◆ Disposable, plastic shoe covers
- ◆ Safety goggles and coveralls (necessary only if you must prepare a solution that contains lye)
- ◆ Plastic bottle of vinegar (necessary only if you use a solution that contains lye; vinegar neutralizes lye)

Disinfectants

Collect and prepare the following disinfectants as needed:

- ◆ One gallon of a premixed, 4 percent sodium carbonate solution



Write the date the solution was premixed on its container and discard after 1 year.

- ◆ 4 percent sodium carbonate with 0.1 percent sodium silicate and a gallon of water to make a gallon of solution
- ◆ “1 Stroke Environ” (or 1 Stroke Vesphene) in 1 ounce vials, and a gallon of water to make a gallon of solution



Never hold premixed “1 Stroke Environ” for more than 6 months.

Store full strength “1 Stroke Environ” only in its original container or glass because the solution loses chemical activity.

- ◆ One gallon of sodium hypochlorite (household bleach with 5.25 percent available chlorine)

Steps for Cleaning and Disinfection

Step 1

Use **Table 2-4-6** to select the appropriate disinfectant based on the article being disinfected, the animal class involved, and the disease at risk. Then, GO to **Step 2** for mixing.

TABLE 2-4-6 Select the Appropriate Disinfectant

If the article is:	And the animal class is:	And the disease status is:	Then use a solution with water that contains:
Empty semen container	—————→	—————→	4 percent sodium carbonate with 0.1 percent sodium silicate
Footwear ¹	—————→	—————→	Sodium hypochlorite
Other than an empty semen container; for example storage area, farm machinery, pallet, forklift, pier, stall, railroad car	Swine	Solely FMD	Sodium hypochlorite or sodium hydroxide
		Solely CSF	Sodium hypochlorite or “1 Stoke Environ”
		Any combination of ASF, CSF, FMD, and/or SVD	Sodium hypochlorite
	Ruminant	—————→	Sodium hypochlorite or sodium hydroxide
	Poultry	—————→	Sodium hypochlorite, “1 Stoke Environ,” or sodium hydroxide
	Unknown or combination of animals	—————→	Sodium hypochlorite

1 PPQ Officers should warn passengers that the strength of the solution may bleach out color depending on the type of footwear.

Step 2

Use **Table 2-4-7 on page 2-4-15** for formulas and instructions for mixing disinfections.



Never use the disinfectants listed in [Table 2-4-7](#) around food or in areas where food is handled or prepared. When disinfecting such areas, allow the use of a sanitizer that is normally used around foods. If the sanitizer will be flushed off, then the sanitizer **must be** one approved by the EPA. If the sanitizer will **not** be flushed off, then the sanitizer **must be** one approved by the FDA.

TABLE 2-4-7 Formulas and Instructions for Mixing Disinfectants



If you need a solution of:	Then:
4 percent sodium carbonate (common name: soda ash)	<div>  <p>The solution is only mildly caustic, but can dull paint and varnished surfaces.</p> </div> <ol style="list-style-type: none"> 1. ADD 5.33 ounces of the sodium carbonate to each gallon of water (or 1 pound to 3 gallons of water or 15 pounds to 55 gallons of water) 2. MIX thoroughly 3. CONTINUE to Step 3 on page 2-4-16
4 percent sodium carbonate with 0.1 percent sodium silicate	<ol style="list-style-type: none"> 1. ADD 5.33 ounces of sodium carbonate to each gallon of water 2. ADD 4 ml. of sodium silicate solution to each gallon of water 3. MIX thoroughly 4. CONTINUE to Step 3 on page 2-4-16
"1 Stroke Environ"	<div>  <p>Store full strength "1 Stroke Environ" only in the original container or glass because the solution loses chemical activity. Do not hold 1 Stroke Environ more than 6 months.</p> </div> <ol style="list-style-type: none"> 1. ADD 1/2 ounce (or 15ml) of the chemical to each gallon of water (or 4 ml/liter of water) 2. MIX thoroughly 3. SKIP to Step 4 on page 2-4-17

TABLE 2-4-7 Formulas and Instructions for Mixing Disinfectants (continued)

If you need a solution of:	Then:
<p>Sodium hydroxide (2 percent solution of lye)</p>	<div data-bbox="792 352 899 464" data-label="Image"> </div> <div data-bbox="938 342 1393 464" data-label="Text"> <p>This solution is highly caustic. Never use unless you have prior approval from PPQ-VRS-HQ personnel (see Appendix H)</p> </div> <ol style="list-style-type: none"> 1. PUT on protective rubber clothing and safety goggles 2. HAVE some vinegar available to neutralize the lye in case of a spill 3. ADD 1/3 cup NaOH pellets (2.66 ounces of the lye) to 1 gallon of water <div data-bbox="805 657 912 730" data-label="Image"> </div> <div data-bbox="946 646 1401 909" data-label="Text"> <p>Never pour the water over the lye because the concentrated lye could splash on you. If any of the solution comes in contact with your eyes, immediately flush with water and immediately get medical attention. If the solution comes in contact with your skin, immediately flush with water and rinse with vinegar.</p> </div> <ol style="list-style-type: none"> 4. WARNING: MIX thoroughly 5. SKIP to Step 4 on page 2-4-17
<p>Sodium hypochlorite* (0.1 percent solution of household bleach)</p> <p>*The label must show that there is 5.25 percent available chlorine</p>	<ol style="list-style-type: none"> 1. ADD 5 tablespoons (2 1/2 ounces or 75ml) of chlorine bleach to each gallon of water (or 1 gallon to 50 gallons of water)¹ 2. MIX thoroughly 3. SKIP to Step 4 on page 2-4-17

1 If **heavily** contaminated, use a 3 percent solution. To prepare this, add 3 gallons of bleach to 2 gallons of water.

Step 3

When applying sodium carbonate, check the concentration of the active ingredient before you use it. This step is recommended but **not** mandatory **except** for disinfectant used aboard aircraft. Refer to the *Airport and Maritime Operations Manual*.

If a field test kit is available, use it to check the concentration. (These kits are supplied to larger ports.) Otherwise, send a 3- to 4-ounce sample of the solution, accompanied by a completed VS Form 10-4, to the National Veterinary Services Laboratory following the procedures for completing and distributing forms in [Appendix K](#).

If the results of the laboratory test or field test show that the concentration of the sodium carbonate is between 4.0 to 4.5 percent, use the disinfectant. If the results show that the concentration is below 4.0 percent or above 4.5 percent, **do not** use the disinfectant. Mix another batch and return to [Step 2 on page 2-4-14](#).



Never use the premixed solution of sodium carbonate until the test results show the appropriate concentration of active ingredient.

Step 4

Sweep up or scrape off as much of the contaminant as possible. Put the sweepings or scrapings into a leakproof plastic bag for later incineration. Free surfaces from dirt and grease if applicable. For footwear, clean the excess dirt and manure from the boots or shoes using a stiff brush, screwdriver, or other blunt object. Be sure to scrape dirt from crevices in shoes and boots. You may have the passenger clean the footwear.

Step 5

Scrub the contaminated area or the area where the spillage occurred with a good detergent solution.



If the area is **not** effectively scrubbed first, then any viruses embedded below the surface remain untouched and the disinfectant is **not** effective.

Step 6

Flush the scrubbed surfaces with clean water. Flushing is important because the detergent may react with the disinfectant and reduce the disinfectant's activity.

Step 7

If using a premixed solution of disinfectant, then agitate the solution thoroughly. If the temperature is below freezing, delay the application of the disinfectant until the temperature is above freezing. Apply the disinfectant. Following the application of lye, rinse off the disinfectant with water to prevent corrosion.

Step 8

Incinerate all refuse that was swept up or scraped off.

Sources of Supply for Disinfectants and Cleaning Materials

TABLE 2-4-8 Sources of Supply for Disinfectants and Cleaning Materials

Item:	Source of supply:
Bags, leakproof	GSA (National Stock Number 05-01-221-3236)
Bottle, spray	GSA (National Stock Number 25-00-488-7952)
Broom, whisk	GSA (National Stock Number 20-00-240-6350)
Brush, scrub	
◆ Upright	GSA (National Stock Number 20-00-240-7171)
◆ Hand held	GSA (National Stock Number 20-00-061-0038)
Dustpan	
◆ Upright	GSA (National Stock Number 90-00-634-1996)
◆ Hand held	GSA (National Stock Number 90-00-224-8308)
Goggles, safety	GSA (National Stock Number 40-00-052-3776)
Lye	
◆ 100 pound drum	GSA (National Stock Number 10-00-174-6581)
◆ 1 pound can	GSA (National Stock Number 10-00-270-8177)
"1 Stroke Environ"	Steris Corporation, St. Louis, MO 63110 (800) 243-5799
Sodium carbonate, 100 pound drum	GSA (National Stock Number 10-00-233-1715)

Handling Pet Birds

Introduction

PPQ and VS have joint responsibility for the handling of legally and illegally imported pet birds. You will find the regulations governing the importation of birds in 9CFR 93. Pet birds are also regulated by Fish and Wildlife Service (FWS). This service may require CITES or Wild Bird Conservation Act Export/Import Certificates issued by the country of export.



Except for budgies and cockatiels, **all** parrot-like birds (psittacine birds) are protected by CITES.



Workstations may have established guidelines to coordinate the importation of pet birds beyond those published here.

Pet birds are those imported for the personal pleasure of their owners and are **not** intended for resale. Pet birds are regulated since they can carry the following viral and bacterial diseases of concern:

- ◆ Exotic Newcastle disease (viral)
- ◆ Avian influenza (viral)
- ◆ Psittacosis⁵ (bacterial)

In general, pet birds imported into the United States must be accompanied by a health certificate and a VS issued Import Permit. U.S. origin birds returning to the U.S. need only a health certificate.

Responsibilities

VS

VS is responsible for providing personnel during weekends and holidays. In addition, if a bird is **ineligible** for home quarantine, then VS is responsible for inspecting and transporting the bird to a quarantine facility during normal working hours.

VS port veterinarians are responsible for the following:

- ◆ Picking up a bird within 12-24 hours of notification by PPQ
- ◆ Determining whether a bird is eligible for entry into the U.S.
- ◆ Inspecting the bird
- ◆ Completing all necessary paperwork
- ◆ Transporting the bird to a quarantine facility

PPQ

PPQ is responsible for the following:

- ◆ Notifying VS (the Port Veterinarian, a field veterinarian, or the AVIC) of a bird's arrival
- ◆ Safeguarding the bird until the VS veterinarian arrives

Customs

If **neither** VS **nor** PPQ officials are available when a bird is presented for entry, U.S. Customs officials will hold the bird until VS or PPQ officials arrive and can assume responsibility for the bird.

Owner

The owner (or importer) is responsible for the following:

- ◆ Obtaining an import permit if necessary
- ◆ Obtaining a health certificate in the country of origin
- ◆ Paying all user fees and costs associated with importing pet birds
- ◆ Arranging for the quarantine of the bird if necessary

⁵ Psittacosis is an infectious disease of parrots and related birds. This bacterial disease is communicable to humans. In humans, the symptoms of psittacosis include a high fever, severe headache, chills, muscle aches and a cough.

Supplies

Cages or Carriers

VS supplies cages or carriers that can accommodate both small and large birds. PPQ is responsible for storing these cages at the port of entry. PPQ must inventory the cages and let VS know if more are needed. If a cage or carrier is used, VS is responsible for cleaning and disinfecting the cage or carrier before returning it to the PPQ port of entry.

Cartons

PPQ supplies the cardboard cartons used to transport the birds in cages or carriers to a quarantine facility. Cartons must be large enough to accommodate the cages or carriers. PPQ must also ensure proper ventilation. The best way to do this is to get cartons specifically made for shipping live animals. Otherwise, a sufficient number of air holes must be cut out of the two opposite sides of a solid carton. Suitable cardboard cartons can be obtained from a commercial rental dealer, self-storage business, or moving company.

Air Filters

VS supplies air filters to PPQ. These are designed to prevent the spread of viruses and bacteria. **Never** substitute the VS supplied air filters with other types of filters. Place the air filters over the air holes on the **outside** of the carton. Use a sturdy tape such as duct tape to hold the air filters in place.


Bird Feed

PPQ supplies feed. Ports of entry are responsible for maintaining a small amount of assorted varieties of bird feed that is available at most pet and grocery stores. To preserve the feed's quality, store the feed in a freezer.

Procedures

Locator

TABLE 2-4-9 Decide Which Procedures to Use for Handling Pet Birds

If the pet bird is:	Then:
Aboard a vessel  This includes all live birds, not just pet birds.	GO to Pet Birds Aboard Vessels on page 2-4-21
Aboard a yacht or pleasure vessel	CONTACT the local VS veterinarian or AVIC to process the bird
Entering the United States	1. CONTACT the VS Port Veterinarian or AVIC to process and inspect the bird 2. SAFEGUARD the bird until the VS veterinarian arrives
Transiting the United States	GO to Action to Take on Pet Birds Transiting the U.S. on page 2-4-21

Pet Birds Aboard Vessels

Follow these procedures for pet birds aboard vessels:

1. ALLOW pet birds to remain aboard vessels under the supervision of the Captain. The bird must be maintained in a secure location throughout travel in U.S. territorial waters.
2. WRITE the following statement in the *Remarks* section of PPQ Form 288:

“I agree to keep the bird(s) caged, tethered, or confined in a ship’s cabin while in U.S. territorial waters.”

Signature of Captain

3. HAVE the Captain agree to the statement and sign it.
4. MONITOR the vessel while at the port.
5. See **Table 2-4-10** for action to take as a result of monitoring.

TABLE 2-4-10 Decide Action to Take as a Result of Monitoring Pet Birds Aboard Vessels

If a PPQ Officer:	And finds that the:	Then:
Reboards the vessel	Bird(s) are not being kept as agreed	1. ISSUE a \$100 civil penalty to the vessel’s captain using PPQ Form 591 2. CONTACT VS veterinarian or AVIC
	Bird(s) are being kept as agreed	NO action is necessary
Discovers a crew member taking a bird off the vessel	Crew member attempted to conceal the bird	1. SEIZE the bird 2. ISSUE a \$100 civil penalty to the crew member using PPQ Form 591 3. CONTACT VS veterinarian or AVIC
	Crew member did not attempt to conceal the bird	1. SEIZE the bird 2. ISSUE a \$50 civil penalty to the crew member using a PPQ Form 591 3. CONTACT VS veterinarian or AVIC

Pet Birds Transiting the United States

TABLE 2-4-11 Action to Take on Pet Birds Transiting the U.S.

If the owner has:	Then:
Provided VS with advance notification of arrival	SAFEGUARD the bird until the VS veterinarian arrives
Not provided VS with advance notification of arrival	1. SAFEGUARD the bird 2. CONTACT local VS office or AVIC

Clearing Mail Importations

Introduction

Foreign origin mail is examined by U.S. Customs on arrival in the United States. Packages containing plant and animal products are referred to PPQ for inspection and disposition. General mail procedures are detailed in the *Port of Entry Manual* (M 351). The following procedures are specific to mail importations of animal products and by-products.

Monitor packages from all countries of origin. If you encounter a package that is accompanied by a permit and if the permit number, date, and addresses all match and the package is intact with no evidence of leakage, then **do not** open it.

If a package is **not** clearly or appropriately marked, handle it as a package not covered by a permit.

Prohibit fresh meat and other animal products which **do not** meet USDA entry requirements.

When the manifest or the bill of lading of express or overnight delivered packages **does not** adequately identify the importation, then open the package.


When a package is held, or when part of the contents are removed and destroyed, document the regulatory action on PPQ Form 287, Mail Interception Notice. Refer to [Appendix K, Completing and Distributing Forms](#).

In the rare case when a package must be returned to the country of origin, do the following:

1. Line off the U.S. address on the package. Mark the package "Return to Sender."
2. Apply "Refuse Entry" stamp to the outside of the package near the original address.
3. Document your action on PPQ Form 287. Place a copy inside the package.
4. Hand the package to postal authorities with Customs' concurrence along with instructions to return the package to the country of origin.


If packages **do not** have to be returned to the country of origin, continue on to [Table 2-4-12](#).

TABLE 2-4-12 Determine Action to Take on Mail Importations

If the mail importation is:	And it is:	Then:
Meat or meat products		GO to Table 2-4-14
Animal by-product	Fresh, or an organism, or a vector	GO to the Importation Authorized Entry by VS Permits on page 2-4-25
	Other than fresh	GO to Table 2-4-13
Packed in straw, hay, or grass	From Canada, New Zealand, Norway	<ul style="list-style-type: none"> ◆ DISREGARD the straw, hay, or grass as animal disease vectors ◆ NOTE that the packing material may be subject to plant regulations
	From a country other than listed above (one known to be affected with FMD or infested with ticks)	GO to Straw, Hay, and Grass on page 2-4-24

Animal By-Products

TABLE 2-4-13 Determine Action to Take on Mail Importation of Animal By-Products

If the by-product:	And intercepted in:	Then:
Meets the entry requirements detailed in the <i>Reference</i> chapter		RELEASE
Does not meet the appropriate entry requirements	Regular mail	<ol style="list-style-type: none"> 1. REMOVE the prohibited item 2. COMPLETE PPQ Form 287 and put one copy in the package
	A parcel service other than the mail	<ol style="list-style-type: none"> 1. DO NOT RELEASE the HOLD 2. CONTACT the addressee or broker 3. ALLOW the addressee or broker to make the necessary arrangements to meet the requirements¹

¹ If the requirements **cannot** be met, have the addressee or broker contact the PPQ, VRS Office at 301/734-7633.

Meat or Meat Products

TABLE 2-4-14 Determine Action to Take on Mail Importations of Meat or Meat Products



If the package is from a country known to be:	And the product:	Then:
Free from diseases of concern (ASF, BSE, CSF, END, FMD, or SVD)	Meets the entry requirements detailed in the <i>Reference</i> chapter	RELEASE
	Does not meet the appropriate entry requirements	GO to Table 2-4-15
Affected with a disease of concern		

TABLE 2-4-15 Determine Action to Take on Mail Importations of Meat or Meat Products Not Meeting Entry Requirements or from a Country Known to Be Affected with Diseases of Concern

If the product is:	Then:
Packed in tight, sealed, unsoiled containers	<ol style="list-style-type: none"> 1. REMOVE the meat or meat product for destruction by an approved method 2. ALLOW the remaining contents to go forward to its destination 3. Document action on PPQ Form 287, Mail Interception Notice 4. INCLUDE one copy of PPQ Form 287 in the package
Not packed separately (contaminated other material in the package)	<ol style="list-style-type: none"> 1. RETURN package to the sender along with all other contents of the package 2. DOCUMENT action on PPQ Form 287 3. INCLUDE one copy of PPQ Form 287 in the package 4. MAIL one copy of PPQ Form 287 to the consignee 5. LINE off the U.S. address on the package. Mark the package "Return to Sender" 6. APPLY a "Refuse Entry" stamp to the outside of the package near the original address 7. HAND the package to postal authorities with Customs' concurrence along with instructions to return the package to the country of origin <div>  <p>Important</p> </div> <div> <p>If no return address is shown, then RETURN the package to postal authorities in the country of dispatch.</p> </div>

Straw, Hay, and Grass

Regulate straw, hay, or grass used as packing when the package is from a country **other than** Canada, New Zealand, or Norway (these countries are free from FMD and ticks). Do the following:

1. Remove packing material if possible. Otherwise, REFUSE ENTRY.
2. Require the packing material to be disinfected or destroyed according to **Disinfection on page 2-4-13**.
3. Complete PPQ Form 287, Mail Interception Notice.

Importation Authorized Entry by VS Permits

Introduction

Veterinary Services (VS) permits take precedence over any entry requirement listed in this manual. VS has the authority to write a permit for any animal product or by-product except for fresh (chilled or frozen) meat of ruminants or swine from countries known to be infected with FMD. This meat is prohibited by the Tariff Act of June 17, 1930, Section 306(a).

There are two types of permits issued by two different units within VS; the units are The National Center for Import and Export Veterinary Services, Technical Trade Services Product Staff (VS, TTSPS) and The Center for Veterinary Biologics (VS, CVB).

The National Center for Import and Export Veterinary Services, Technical Trade Services Product Staff (VS, TTSPS) issues VS Forms 16-6 and 16-6A, which are United States veterinary permits for importation and transportation of controlled materials and organisms and vectors.

The Center for Veterinary Biologics (VS, CVB) issues APHIS Form 2006, which is a United States veterinary biological product permit. Examples of these permits are in **Appendix G**, Certificates and Forms.

Requests for VS Permits

TABLE 2-4-16 Where to Apply for VS Permits

If the consignee requests:	Then have the consignee:
A permit application (VS Form 16-3) for VS Form 16-6 or 16-6A, United States Veterinary Permit for Importation and Transportation of Controlled Materials and Organisms and Vectors	DO one of the following: ◆ DOWNLOAD form from Internet address: < https://Web01.aphis.usda.gov/ias.nsf/Mainform?OpenForm > ◆ CONTACT VS, TTSPS at 301/734-3277
A permit application (APHIS Form 2005) for APHIS Form 2006, United States Veterinary Biological Product Permit	CONTACT VS, CVB at 301/734-8245

Renewal of VS Permits

TABLE 2-4-17 Where to Renew VS Permits

If the VS permit is:	Then have the consignee:
VS Form 16-6 or 16-6A, United States Veterinary Permit for Importation and Transportation of Controlled Materials and Organisms and Vectors	DO one of the following: <ul style="list-style-type: none"> ◆ DOWNLOAD the form from Internet address: https://Web01.aphis.usda.gov/ias.nsf/Mainform?OpenForm ◆ CONTACT VS, TTSPS at 301/734-3277
APHIS Form 2006, United States Veterinary Biological Product Permit	VS, CVB at 301/734-8245

Validation of VS Permits Using the Permits Issuance and Tracking System (PITS)


The National Center for Import and Export (VS, NCIE) maintains the Permits Issuance and Tracking System (PITS) on the Agency's intranet at the following URL: <<http://pits2.aphis.usda.gov>>. PPQ work locations have access to this system to validate VS permits. For PPQ Officers needing a user name and password to access PITS, call Margaret Dziedziak of PPQ, VRS at 301/734-7633 or e-mail <margaret.m.dziedziak@usda.gov>.

When accessing PITS, follow these directions to help validate VS permits that accompany an importation of animal products or by-products. See **Table 2-4-18 on page 2-4-26**.

TABLE 2-4-18 Directions to Validate VS Permits Using the Permits and Tracking System (PITS)

If you have:	Then:
PITS log-in screen	<ol style="list-style-type: none"> 1. Enter your user name and password 2. Press the log in button; the PITS screen should be displayed
PITS screen display	Select one or all of the available queries: <ul style="list-style-type: none"> ◆ Company name ◆ Authorized material ◆ Permit number
Permit number	<ol style="list-style-type: none"> 1. Place the cursor in the designated space next to the query "Permit Number" 2. Type in the permit number 3. Press the "Search" button A screen appears listing the found matches. The permit numbers appear in blue; place the cursor on a number to open the permit for viewing

TABLE 2-4-18 Directions to Validate VS Permits Using the Permits and Tracking System (PITS) (continued)

If you have:	Then:
Company name and authorized material	<ol style="list-style-type: none"> 1. Place the cursor in the designated paces next to the queries “Company Name” and “Authorized Material” 2. Type in both the company name and authorized material; the search will be narrowed considerably 3. Press the “Search” button <div style="display: flex; align-items: center; justify-content: center;">  <div style="margin-left: 10px;"> <p>This is the best way to query if the permit number is unknown. PITS narrows the focus of the query by listing only the permits issued to matching company names for the specific authorized material.</p> </div> </div>
Company name only	<ol style="list-style-type: none"> 1. Place the cursor in the designated space next to the query “Company Name” 2. Type the company name. If you have only a partial name, place “% “(as a wild card) at the front or back of the entered name 3. Press the “Search” button A screen appears listing all possible name entries. 4. Place the cursor on a company name, then click 5. Go to “Permittee” query and click to get a list of permits 6. Click on the permit you wish to view 7. When finished, press the “Back” button at the top of the screen to return to the previous page 8. If needed, choose another permit for viewing
Authorized material only	<ol style="list-style-type: none"> 1. Place the cursor in the designated space next to the query “Authorized Material” 2. Type in the authorized material 3. Select the limit of the search: “currently valid” “valid within the last year” or “all permits” 4. Press the “Search” button A screen appears listing PITS search results. 5. Click on the permit number next to a company name you wish to view 6. When finished, press the “Back” button at the top of the screen to return to the previous page 7. If needed, choose another permit for viewing

Processing Importations Authorized Entry by a VS Permit



Because some animal by-products authorized entry by permit are highly perishable, expedite importations you are authorized to release. Allow the importer to apply dry ice or refrigerate the animal by-product if it is perishable.



Look for the triple asterisk (***) restrictions on the permit. These restrictions may require additional certification.

Match all of the following information on the VS permit with the shipping documents:

- ◆ Current date
- ◆ Description of material
- ◆ Shipper
- ◆ Consignee
- ◆ Conditions spelled out on the permit

TABLE 2-4-19 Match Information on VS Permit with Shipping Documents

If the permit:	And the VS permit is:	Then:
Matches the shipping documents	—————→	RELEASE or CONTROL as stated on the permit
Has expired	VS Form 16-6 or 16-6A, United States Veterinary Permit for Importation and Transportation of Controlled Materials and Organisms and Vectors	HAVE the consignee contact VS, TTSPS at 301/734-3277
	APHIS 2006, United States Veterinary Biological Product Permit	HAVE the consignee contact VS, CVB at 301/734-8245
Has a discrepancy other than being expired	—————→	1. DO NOT RELEASE the HOLD 2. CONTACT PPQ-VRS-AQI, VMOs or PPQ-VRS-HQ, VMOs for further action

Processing Importations Not Authorized Entry by a VS Permit, but Should Be

To process importations **not** authorized entry by a VS Permit, but should be, do as follows:

1. **DO NOT** RELEASE the HOLD.
2. ADVISE the importer of the hold that the importation requires a VS permit authorizing its entry.
3. PROVIDE the importer with the appropriate options including the option to apply for a VS permit.
4. If the importer chooses to have the consignee apply for a permit, then INSTRUCT the importer contact either VS, TTSPS (if they want to apply for a veterinary permit for importing and

transporting controlled materials and organisms and vectors) or VS, CVB (if they want to apply for a veterinary biological product permit). Refer to **Requests for VS Permits on page 2-4-25**.



Do not destroy, return to origin, or allow the importation to proceed to destination until instructions are received from VS, TTSPS or VS, CVB.

5. If the by-product is perishable, then allow the importer to apply dry ice or refrigerate the by-product.




Safeguarding Live Animals

Live ruminants, swine, horses, brushtailed opossums, hedgehogs, tenrecs, and poultry and other birds are the responsibility of VS. Commercial importations of live animals go directly to their destination when they are VS approved. Additionally, VS has the responsibility for cleaning and disinfecting a carrier if the carrier arrived at the U.S. port of entry with live animals.

However, since PPQ is often the first to board a carrier, follow these instructions when you discover animals and VS is **not** present to meet the carrier.

When you discover animals, consider the welfare of the animals in severe weather. If you authorize movement, then clean and disinfect all areas occupied by, or equipment used to move the animals. **Do not** allow movement to an area where other animals are present or away from the immediate area of the point of discovery. If the carrier is moving prior to VS arrival, then require cleaning and disinfecting of the carrier. Refer to **Disinfection on page 2-4-13**.

TABLE 2-4-20 Determine Action to Take on Discovered Animals

If the animals are:	And the animals are:	Then:
Canine (dogs ¹)  Dogs kept around livestock may carry tapeworms.	Used with livestock	1. HOLD the animals 2. NOTIFY VS by telephone
	With open sore(s) ²	
	Without open sore(s) or not used with livestock	REFER to PHS or Customs
Feline ¹	Domesticated housecat	REFER to PHS
	Wild cats (leopard, lion, panther, or tiger)	REFER to FWS or Customs
Hedgehogs or tenrecs ¹	From FMD affected country	1. REFUSE ENTRY 2. NOTIFY VS
	From FMD free country	1. HOLD the animals 2. NOTIFY VS by telephone
Horses, ruminants, or swine ¹	Aboard a carrier	1. HOLD the animals aboard the carrier 2. NOTIFY VS by telephone
	Off-loaded from a carrier	HOLD the animals and the associated feed, bedding, etc., at the point of discovery ³
	In passenger baggage	
Poultry (including birds) ¹	A commercial importation	1. HOLD the animals 2. NOTIFY VS by telephone
	Pet birds or poultry maintained aboard vessels for eggs, meat, or as pets	GO to Handling Pet Birds on page 2-4-18
Primates (monkeys) ¹		1. REFER to FWS and PHS or Customs
Other than canines, felines, hedgehogs, horses, primates, ruminants, swine, poultry, or birds		1. INSPECT cages for prohibited items 2. HAVE prohibited items removed

1 Inspect the cages for prohibited items and have the prohibited items removed.

2 Could possibly be screw worm which feeds on living tissue.

3 This action is to contain ticks or prevent the transmission of foreign animal diseases.

Sending Samples to the National VS Laboratory (NVSL) in Ames, IA

Send samples of animal product importations to the NVSL for the following determinations:

- ◆ Animal species verification
- ◆ pH level (for ruminant hides packed in tight barrels or cases)

Steps for Sending Samples to NVSL

Follow these steps for sending samples to NVSL:

1. Supervise the importer who is preparing a sample representing at least 10 percent of the containers in the importation. The sample size should be a maximum of 1/2 cup. If the sample size is inappropriate, have the importer or importing agent call PPQ, VRS.
2. Complete VS Form 10-4 according to the procedures on completing and distributing forms in [Appendix K](#). If the sample is submitted for pH testing, place “pH” in *Block 7, Examination Requested*.
3. Send the sample and VS Form 10-4 to the following address:

USDA, APHIS
National Veterinary Services Laboratories
1800 Dayton Road
Ames, IA 50010

4. Wait for further action from PPQ, VRS. The action will be based on the laboratory results.

Steps to Take if You Are Contacted by FSIS

If you are contacted by FSIS reporting their finding of pink juices or pieces of bone in commercial importations of cooked, frozen beef from an approved establishment in South America, take the following steps (make sure that the importation is on hold):

1. Take down information supplied by FSIS. Use [Table 2-4-21](#) to determine the appropriate information to take down.

TABLE 2-4-21 Record Information Based on FSIS Report

If FSIS reports that they found:	Then take down the following information:
Only pink juices	<ul style="list-style-type: none"> ◆ Conditions warranting the call ◆ Production code (complete tube and carton identification) ◆ Country of origin and establishment number ◆ Type and amount of product ◆ Location of the held product
Only pieces of bone	<ul style="list-style-type: none"> ◆ Condition warranting the call ◆ Production code (complete tube and carton identification)
Pink juices and pieces of bone	<ul style="list-style-type: none"> ◆ Country of origin and establishment number ◆ Type and amount of product ◆ Location of the held product ◆ Whether bone is attached to the meat ◆ Size (all dimensions) of bone ◆ Whether there is bone marrow. If so, whether the bone marrow is cooked ◆ Whether the bone is cooked

2. Immediately telephone this information to PPQ, VRS at 301/734-7633. If PPQ, VRS is **not** available, telephone VS, TTSPS at 301/734-3277. Take only the action specified by PPQ, VRS or VS, TTSPS. **DO NOT** TAKE ANY REMEDIAL ACTION such as refusing entry to the importation or removing the importation from the country. Ensure that the importation will be held until PPQ, VRS or VS, TTSPS is involved.

Animal Products or By-Products Transiting for Export

Transiting of Products That Would Be Eligible for Entry

Classifying a Product as Eligible for Entry

A product is eligible for entry if it originates from the following:

- ◆ A country free from diseases of concern regardless of the import documents accompanying the shipment
- ◆ A country free from diseases of concern, but with special requirements (for example, FMD/SR, SVD/SR), and the product is accompanied by the pertinent import documents
- ◆ A country affected with a disease of concern, but the product is accompanied with the pertinent import documents

Any animal product which would be **eligible** for entry into the United States may transit through the United States for immediate export if the following two conditions are met:

- ◆ The port of arrival is notified **prior** to arrival
- ◆ The product is in a sealed, leakproof container

There are **no** restrictions on the means of conveyance. With one exception, products transiting for export must exit **without** making any intermediate stops. In the case of overland movement, additional stops are allowed if there is no manipulation of cargo (for example, fuel stops, rest stops, and the like).

Transiting of Products That Would Be Ineligible for Entry

Classifying a Product as Ineligible for Entry

A product is **ineligible** for entry if the product lacks the pertinent import documents.

Animal products **ineligible** for entry may transit the United States only for immediate export and then, only if the following conditions are met:

- ◆ Port of arrival is notified **prior** to arrival
- ◆ Product is in a sealed, leakproof container
- ◆ Product will **not** leave the boundaries of the port of arrival
- ◆ Product will remain within the port boundaries for 72 hours or fewer



Never permit overland transit of an animal product that is **ineligible** for entry.

Use the following tables to assist you in deciding whether to allow a product to transit for export.

TABLE 2-4-22 Decide Whether to Allow Animal Products or By-Products to Transit for Export

It the country of origin is:	And the item is:	And is from:	And:	Then:
Mexico	Pork	The States of Baja California, Campeche, Chihuahua, Coahuila, Quintana Roo, Sinaloa, Sonora, Sur, or Yucatan	Is accompanied by a valid VS Permit	ALLOW product to transit overland
			Lacks a valid VS Permit	CONTACT PPQ-VRS-AQI, VMOs or PPQ-VRS-HQ, VMOs for directions
		A State other than one listed in the cell above	→	Eligible for entry into the United States
	Other than pork	→	→	
Other than Mexico	→	→	→	GO to Table 2-4-24

TABLE 2-4-23 Additional Criteria for Deciding Whether to Allow Animal Products or By-Products to Transit for Export

If the product is:	And:	Then:
Eligible for entry into the United States	The following criteria are met: <ul style="list-style-type: none"> ◆ The PPQ office at the port of arrival was notified ◆ The product is in a leakproof carrier or a container that will remain sealed at all times 	1. ALLOW TRANSITING for immediate export 2. GO to <i>Directions for Handling Export Transit Shipments for Animal Products or By-Products that Are Eligible for Entry on page 2-4-35</i>
	The above criteria are not met	REFUSE to allow transiting
Ineligible for entry	The following criteria are met: <ul style="list-style-type: none"> ◆ The product is arriving at an airport or a maritime port ◆ The PPQ office at the port of arrival was notified ◆ The product is in a leakproof carrier or container that will remain sealed at all times ◆ The product was held or stored at the airport or the maritime port for 72 or fewer hours 	1. ALLOW TRANSITING for immediate export 2. GO to <i>Directions for Handling Export Transit Shipments for Animal Products or By-Products that Are Eligible for Entry on page 2-4-35</i>
	The above criteria are not met	REFUSE to allow transiting

Directions for Handling Export Transit Shipments for Animal Products or By-Products that Are Eligible for Entry

If the animal product or by-product is transiting to a subsequent U.S. port for export, ALLOW movement only in sealed containers. The shipment may move overland.

Contact the subsequent port and give them the details of the shipment. The means by which a port must be contacted will depend on whether the entry was made on paper or electronically.

Paper Entries

1. Stamp the Customs entry forms "For Exportation Only. Shipment Authorized to identify Port; No Diversion Permitted."
2. Fax a copy of the stamped Customs forms to the subsequent port.
3. Keep a copy of the stamped Customs form as an official record.

Electronic Entries

Follow these directions for maritime cargo and cargo on trains:

1. Go to the Manifest/Posting screen for a given bill of lading/ container.
2. Enter <99> in the "Action" field.
3. In the "Public Remarks" field, type "USDA RELEASED FOR EXPORT ONLY. SHIPMENT AUTHORIZED TO identify Port; NO DIVERSION PERMITTED."

For an example of a posting screen, see [Figure 2-4-4](#) below.

```

MBLP SUDU6060065837002000279110402
TIME 12:37:46 MANIFEST QUERY/POSTING DATE 11/07/00
BILL OF LADING ON FILE
B/L #: SUDU606006583700 B/L TYPE: AMS MIB IE INB #: V5000229918
STATUS: 80 PENDING ARCHIVE TOT HOLDS: 000 | HOLD RMVL TYPES | HOLD TYPE|
DDPP: 1101 CARR: SUDU MAN: 1400 | | 1-MISC |
TRIP: 024N AMD: 1400 | | 2-INTN |
ARVL: 10/05/00 ENT: 1400 | | 3-INSP |
INTERNAL REMARKS: REL: 1400 | | 4-FUMG |
CONV: SEA PANTHER | | |
SHIP: SIMAS INDUSTRIAL SA | | |
CONS: NOWCO IMPORTERS WHOLESALERS | | |
DESC: COCO IN PREP BLKS/SLABS>4.5KG | | |
-----POSTING/RELEASE-----
ACTION: 99 ENTRY: ENT NUM: HLD QTY: HLD TYPE:
ACTION DATE: ENT QTY: INB PORT: INB CARR:
PORT PROCESS: 9900 REL QTY: BND CARR: FIRMS:
PUBLIC REMARKS: USDA RELEASED FOR EXPORT ONLY
INTERNAL RMRKS:
EOB(Y/N)
PF8-ENFORCEMENT TRANSFER TO MRSS

```

FIGURE 2-4-4 Example of Manifest/Posting Screen for Maritime Cargo and Train Cargo

Follow these directions for air cargo:

1. Go to the Air Waybill Posting screen for a given airway bill.
2. Enter <21> in the “Posting” field.
3. Enter< 91> in the “Agricultural Remarks” field. This will automatically generate, “PPQ REL. EXPORT ONLY.”

For an example of a posting screen, see **Figure 2-4-5** below.

AWEP 1/001-78418690-
AWB NUMBER 001-78418690

PRESS ENTER TO POST
AIR WAYBILL POSTING
POSTING COUNT 003

11/07/00

CARRIER CODE AAL MAN QTY 00012 HOLD QTY 00000
FLT NO 0107 AMEND QTY 00012 HOLD QTY 00000
ARR DATE 103100 ENTER QTY 00012 HOLD QTY 00000
PORT OF UNLD 4701 REL QTY 00012 HOLD QTY 00000
SHIPPER BOTMAN INTL BV
CONSNEE HEREX CORP
DESCRPT VEGETABLES

AWB TYPE REG. BILL
AWB STATUS RECONCILED

POSTING/RELEASE

POSTING 21 ENTRY ENT NUM IB PORT IB CARR
REL QTY ENT QTY HOLD QTY LOCAL TRANSFER DEST
AGRICULTURE REMARKS 91
REMARKS PPQ REL EXPORT ONLY

PF1-NEXT POST PF4-TRNSFR AWB INQ PF5-TRNSFR POST TRNS LOCATE PF9-ENF SUM
PF12-TRANSFER AWB LOCATE PF14-TRANSFER SSK QUERY

CPPM0205
CMKM0201

FIGURE 2-4-5 Example of Air Waybill Posting Screen for Air Cargo

Transiting Restricted Animal Products or By-Products Into or Between Containers

If the product is transferring into or between containers, then directly supervise the transfer. In all cases, safeguard procedures apply. Disinfect if necessary. See **Disinfection on page 2-4-13**.



APHIS policy is **not** to compromise normal activities to facilitate non-U.S. transactions. Therefore, reimbursable overtime may be charged.

Filing Paperwork Accompanying Shipments

Purpose

Documents are filed primarily for trace back in case there is a livestock or avian disease outbreak. They are also filed in case originals are lost or destroyed. Documents may also provide information in case of litigation. An accessible filing system will enable you to justify the regulatory actions you took in case of audits or requests from the Office of Inspector General. See your *APHIS Records Management Handbook* for details on record keeping. A brief description of what you need to do and keep follows.

Steps

Follow these steps when filing paperwork accompanying shipments:

1. Decide on the filing system that is most practical for your location. Devise one that will help you keep complete and easily accessible records. File by subject (for example, casings, eggs, meat, trophies, etc.). The following two methods currently being used:
 - ❖ Behind subject, file alphabetically by permittee, company, or importers name
 - ❖ Behind subject, file chronologically by month and year

2. Select the documents that need to be filed. At a minimum, file the following:
 - ❖ Meat Certificate (copy) and **originals** for other certification accompanying the shipment (like certification that details processing, identifies country of origin, or provides country of processing)
 - ❖ Bill of lading or airway bill
 - ❖ Customs entry
 - ❖ Invoice
 - ❖ VS Permit (copy), if a VS Permit was issued
3. Maintain each file for no less than two years.



Veterinary Regulatory Support audits these files when conducting port reviews.

Returned U.S. Origin Animal Products and By-Products

Introduction

Use **Table 2-4-24** to determine where to locate regulatory action for returned U.S. origin products.

TABLE 2-4-24 Where to Locate Regulatory Action on Returned U.S. Origin Products

If the returned U.S. origin animal products or by-products are:	Then for the appropriate regulatory action to take:
Meat or meat products	GO to Meat and Meat Products on page 3-9-1 and on page 3-9-4
Animal products or by-products other than meat	CONTINUE with Procedures below

Procedures

A VS permit is **not** required for returned U.S. origin animal products and by-products; however, the following requirements **must be** met:

- ◆ Written explanation from the importer describing the reason(s) for the return
- ◆ Copy of the exporting certificate with the lot numbers listed
- ◆ Copy of the exporting invoice with the lot numbers listed
- ◆ Declaration from the shipper that the material has **not** been modified in any manner while outside of the United States

Inspect the shipment to verify that the material has **not** been opened and cross check the lot numbers.

If the requirements are **not** met or upon inspection there is evidence that the containers were opened or the lot numbers are different, then regulate as if the animal products or by-products were of foreign origin. Use appropriate *Reference* section to determine the regulatory action to take or contact PPQ, VRS.

